

STATE PROCUREMENT OFFICE

SPO Price List No. 01-03
Replaces Price List No. 00-29

OFFICE PAPER ON OAHU

(IFB-01-003-O)

September 1, 2000 to February 28, 2001

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

1. Executive Branch;
2. Department of Education;
3. University of Hawaii;
4. The Judiciary;
5. House of Representatives; and
6. Office of Hawaiian Affairs

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. Executive Branch agencies shall use SPO Form 5 (dated 9/18/96 or later), "Request for Authorization to Purchase Outside of the Price List", for this purpose.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor.

Procurement questions or complaints may be directed as follows:

	<u>Point of Contact</u>	<u>Telephone</u>	<u>Facsimile</u>
Executive Branch Agencies	Sharon Koga	586-0562	586-0570
Dept. of Education	DOE Procurement Office	675-0130	675-0133
University of Hawaii	Jamie Wong	956-8687	956-2093
The Judiciary	Newton Sakamoto	538-5805	538-5802
House of Representatives	Patricia Mau Shimizu	586-6400	586-6401
Office of Hawaiian Affairs	Audra Bultera	594-1955	594-1865

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 42D or 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

VENDORS:

<u>Vendor</u>	<u>Purchase Orders</u>	<u>Telephone</u>
Hawaii Stationery Co., Ltd.	99-1418 Koaha Place Aiea, HI 96701	486-3200 fax: 486-3111
	<u>Payments</u> P.O. Box 1301 Aiea, HI 96701	
PaperSource Hawaii, Inc.	<u>Purchase Orders & Payments</u> 91-210 Hanua Street Kapolei, HI 96707	673-1300 fax: 673-1310

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

SECTION 3-124-26, Hawaii Administrative Rules (HAR), mandates State agencies to purchase recycled paper. Exceptions to this section may be taken when statutory, regulatory, or contractual requirements preclude the purchase of recycled paper.

UNIT PRICES include delivery to destination and all other costs EXCEPT the State General Excise Tax which is currently 4%. Agencies are advised to add tax amount to their purchase order total. General excise tax shall not be applied to delivery charges.

PURCHASE ORDERS must be received by the vendor no later than February 28, 2001. It is the responsibility of each agency to insure timely issuance of purchase orders. The vendor is not obliged to accept any order received after the price list expiration date; however, shall fill timely order for which delivery may extend beyond the expiration date. Do not issue purchase orders specifying delivery after the price list expiration date.

"SPO PL No. 01-03" must be typed on purchase orders issued against this price list.

In the interest of minimizing both purchase order processing and dealer's delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price lists as possible and to issue those orders as soon as possible. Maximize orders to minimize deliveries.

DELIVERIES on purchase orders totaling \$150.00 or more (excluding the 4% General Excise Tax) shall be made within ten (10) calendar days in city limits and fifteen (15) calendar days in rural areas following receipt of purchase order by vendor. Agencies shall check with the vendor to define city limits and rural areas. Orders for twenty (20) cartons or more shall be delivered within thirty (30) working days from Contractor's receipt of purchase order.

Deliveries on purchase orders totaling less than \$150.00 shall be made available to the ordering agency on a "will call" basis within three (3) working days OR at the option of the ordering agency, delivered by the vendor for a flat delivery charge of:

\$25.00 Hawaii Stationery Co., Ltd.
\$25.00 PaperSource Hawaii Inc.

General Excise Tax shall not be applied to the delivery charge.

The Contractor may add the delivery charge to a purchase order totaling less than \$150.00 of paper, provided the Contractor informs and the ordering agency agrees to the delivery charge. The ordering agency submitting a purchase order for less than \$150.00 of paper has the option to cancel the order, and to submit to their chief procurement officer a waiver request (SPO Form 5) to purchase outside of the price list.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from delivery date.

PRICE LIST AVAILABLE ON HAWAII FYI. Agencies may retrieve a copy of this price list via the State's Hawaii FYI electronic gateway by dialing one of the following modem numbers: Hawaii – 974-6640, Kauai – 274-3600, Maui – 984-2000, Oahu – 587-4800.

At the main menu select *Hawaii Internet Services Menu*, then select *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

This price list is also available on the Internet at <http://www.state.hi.us/icsd/dags/spo.html>, the State of Hawaii Internet Home Page address.

ROBERT J. GOVERNS, CPPB
Procurement Officer

<u>Item No.</u>	<u>Description</u>	<u>Brand and No.</u>	<u>Unit Price</u>	<u>Vendor</u>
1.	BOOK, OFFSET , smooth finish, white			
a.	50# sub, 11" x 17", 500 sht/rm, 5 rm/ctn	Aspen	\$27.38/ctn	PaperSource
b.	60# sub, 11" x 17" 500 sht/rm, 5 rm/ctn	Aspen	32.28/ctn	"
c.	60# sub, 17-1/2' x 22-1/2", 3200 sht/ctn	Aspen	86.37/ctn	"
2.	BOND, SMOOTH FINISH , white, 20# sub, 8-12" x 11", boxed-pkg'd, 25% cotton/rag content, 50 shts/bx (primarily for letterhead)	Gilbert Gib39706	8.85/bx	HI Stationery
3.	BOND, SULPHITE , white, No. 1, 20# sub, 8-1/2" x 11", 500 sht/rm, 10 rm/ctn	<u>Weyerhaeuser</u> Recy. Laser	27.85/ctn	PaperSource
4.	BOND, XEROGRAPHIC , 3-hole pre-punched 20# sub, white, 8-1/2" x 11", 500 sht/rm, 10 rm/ctn	<u>Fort James Eureka 30</u> HSC1120xRC3H	26.55/ctn	HI Stationery
5.	BOND, XEROGRAPHIC , white, dual purpose, 20# sub, No. 4, 500 sht/rm	<u>Weyerhaeuser</u>		
a.	8-1/2" x 11", 10 rm/ctn	Recy. Xerocopy	24.50/ctn	PaperSource
b.	8-1/2" x 14", 10 rm/ctn	Recy. Xerocopy	32.20/ctn	"
c.	11" x 17", 5 rm/ctn	Recy. Xerocopy	24.50/ctn	"
6.	BOND, XEROGRAPHIC , colored, dual purpose, 20# sub, No. 4, 500 sht/ctn, 10 rm/ctn	<u>Fort James</u> Eureka 30	29.80/ctn.	HI Stationery
a.	8-1/2" x 11"			
	Blue	HSC1120BBE		
	Buff	HSC1120BBF		
	Canary	HSC1120BCA		
	Cherry	HSC1120BCY		
	Green	HSC1120BGN		
	Lavender/orchid	HSC1120BLI		
	Pink	HSC1120BPK		
	Salmon	HSC1120BSA		

<u>Item No.</u>	<u>Description</u>	<u>Brand and No.</u>	<u>Unit Price</u>	<u>Vendor</u>
6.	BOND, XEROGRAPHIC, colored (continued)			
	b. 8-1/2" x 14"		\$ 37.80/ctn	HI Stationery
	Blue	HSC1420BBE		
	Canary	HSC1420BCA		
	Green	HSC1420BGN		
	Pink	HSC1420BPK		

CONTINUOUS STOCK FORMS, sulphite bond, white

7.	1/2" green or blue bar without marginal perforations	<u>Shade/Allied</u>		
	a. 14-7/8" x 8-1/2", 1-part, 18# sub, 2400 sht/ctn	3344820 1485 20#	.01031/sheet	PaperSource
	b. 14-7/8" x 11"			
	(1) 1-part, 18# sub, 2600 sht/ctn	3344128 1411 18#	.01162/sheet	"
	(2) 2-part, 1600 sets/ctn	3394122 1411 2-part	.02597/set	"
8.	Blank without marginal perforations, 1-part, 14-7/8"x11" 18# sub, 2400 shts/ctn	3344100 114 20#	.01218/sheet	"
9.	Blank with 1/2" marginal perforations, 1-part, 9-1/2"x11", 18# sub, 2400 shts/ctn	3349100 9511 20#	.00779/sheet	"
10.	Clean-perforated on all sides, 1-part, 9-1/2" x 11", 20# sub, 2400 shts/ctn 9511 20#	3349110	.00779/sheet	"